

City of Hampton, Georgia
REQUEST FOR PROPOSALS



RFP # 16-08-001

Phase One of a Community-Wide Historic Survey for the
City of Hampton, Georgia

For
Hampton, Georgia – Economic Development / Main Street Department

RFP Due: September 12, 2016

One Original and seven (7) printed copies of RFP and one electronic file on a flash drive shall be submitted in response to this Request for Proposal.

The City of Hampton, Georgia is requesting proposals for the development of Historic Resources Survey. The City of Hampton, Henry County, Georgia proposes to contract with a historic preservation consultant to prepare and conduct Phase One of a Community-wide Historical Resources Survey (A/K/A Georgia Department of Natural Resources, or "DNR" survey) of historic buildings and other structures located within a defined survey area. The proposed survey along with other related products of the project will provide the City of Hampton with the information on the City's historic resources which will provide support for local designation as well as better prepare City staff to guide the Hampton Historical Preservation Commission in its decision-making.

The project is being financed in part with Federal funds from the National Park Service, U.S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Natural Resources. As a result, all project work shall conform to the Secretary of the *Interior's Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning* (b) the Historic Preservation Division's procedures and guidance materials for identifying and documenting Georgia's historic resources available online' and (c) the DEPARTMENT'S Georgia's Natural Archaeological, and Historic Resources Geographic Information System (GHAHRGIS) web-based GIS database.

Before sending a proposal for this project, the Consultant is expected to have reviewed the Scope of Work- including all survey standards and other requirements for this project- and to have made all estimates accordingly. Once the project has been awarded and the contract signed, the Consultant will be held to the survey and other requirements, and no excuses for work that does not meet these requirements will be accepted.

SCOPE OF WORK

The following is the scope of work for the preparation of Phase One of a Community-Wide Historic Resources Survey as part of the historic resources survey program for Hampton, Georgia.

The consultant will conduct a comprehensive historic resources survey of approximately 200 structures, and objects, constructed before 1976, and located within a defined Phase One survey area which shall include existing locally designated properties within (a) the National Register of Historic Places (NRHP), boundaries of the Hampton Main Street Historic District and (b) those properties East of Main Street from the corner of Elm Street to Georgia 20, McDonough Street through Eva Drive, Rosenwald Drive to McDonough Street, Derrick Ave to Elm Street, Peoples Street, West Main Street to Central Ave to Oak Street to West Main street as identified on attachment A within the solid black outline area, with additional areas identified inside the dashed black outline area as funding allows.

The proposed survey area is predominantly characterized by residential-type structures, and commercial type buildings in the Hampton Main Street Historic District. The City desires to conduct a parcel by parcel survey, including non-contributing and potentially historic resources within this defined Phase One survey area.

Due to the grant timeline, this project **must be completed by August 15, 2017**. See Project Schedule for more details.

Professional Requirements

In order to be considered for this project, a Consultant must meet professional requirements according to the Secretary of Interior's Professional Qualification Standards (36 CFR Part 61) and possess the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in research and description of historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, including new categories and procedures for the revised/update GNAHRGIS program, and survey procedures;
4. Demonstrated writing skills (copies of pertinent publications, etc. reflective of similar work projects should accompany the bid proposal), and
5. Experience with digital photography (Consultant should expect to provide his or her own digital camera).

Survey Field Work & Report Requirements

For the parcel-by-parcel Phase One survey area, the consultant will be responsible for entering all survey data and digital photographs in the Georgia Natural, Archaeological, and Historic Resources Geographic Information Systems (GNAHRGIS) online database within the contract period. All items and data groups in GNAHRGIS will be completed for each resource surveyed and a minimum of two (2) digital photographs (including one (1) "front" view and one (1) "oblique" view) per resource. GNAHRGIS is an online, web-based GIS database. Resource information is entered and stored via the GNAHRGIS website.

In addition to the geographical data requirements in GNAHRGIS, the consultant shall provide the following:

1. **Survey Data:** one (1) hard copy of survey data entered online using GNAHRGIS with and photograph prints and appended supplemental information attached, where applicable;
2. **Survey Maps:** three (3) sets of survey area maps with surveyed resources indicated and keyed to the GNAHRGIS resource identification number. The maps should indicate legal parcels, street names, and more at a scale of 1"= 200".
3. **Survey Report:** one (1) hard copy bounded in a three-ring notebook and tabbed accordingly, and one (1) electronic copy of the survey.

The survey report shall include the following elements:

1. **Executive Summary**, which includes the total number of surveyed resources;
2. **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a clear statement of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase One.
3. **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts.
4. **Survey methodology and results**, including the fieldwork techniques and research methods employed while conducting the survey, the total number of surveyed resources broken into appropriate categories and references to previous surveys, and analysis of survey results;
5. **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history;
6. **Architectural analysis**, including the main building types, main architectural styles, local architectural character, some general observations, and local eccentricities;
7. **Any proposed changes to existing National Register listings, or the existing Locally Designated Historic Districts based on Phase One of the survey.** A clear statement that this survey does not change existing National Register nominations or locally designated Historic Districts in any way including but not limited to contributing/noncontributing status; period of significance; boundaries.
8. **Recommendations** for additional survey work and / or actions following completion of Phase One.

General Requirements

1. The Consultant is expected to keep the City's Project Manager informed of the status of the project on a regular basis.
2. All photographs prepared under the terms of the project contract will become the property of the City of Hampton.
3. The Consultant shall include the "*State of Acknowledgment of NPS/DNR Support for Projects*" on all final products, including the survey report, maps, figures etc.

The Consultant will be provided entrée to the community, access to research materials, and introduction to appropriate officials. The City of Hampton will assist the Consultant; by providing: (1) a tax parcel base map of the Phase One survey area with local and National Register boundaries.

Notice: All project development for Phase One of the Community-wide Historical Resources survey shall be reviewed by the Department of Natural Resources — Historic Preservation Division. The review process includes reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report, subsequent drafts of the

survey report, final draft of the survey report, and other materials determined necessary during project development.

1. Submit Proposals

Please complete the attached "Proposal Response Form" and mail or submit the form with proposal package to the address listed.

2. Due Date and Time

Proposals for furnishing commodities or services described in this RFP are to be submitted to the City of Hampton City Clerk Office by Monday, September 12, 2016 @ 5:00 p.m.

3. Tax Exemption

The City of Hampton is exempt from all Federal and State tax. Do not include tax in your proposal.

4. Clarification

Any explanation desired by any proposer regarding the meaning or interpretation of this proposal must be requested in writing by September 6, 2016, for a reply to reach proposers before the submission of their proposal. All inquiries should be directed to Denise Sharpe, Main Street / Economic Development Director, P.O. Box 400, Hampton, GA 30228. A Question & Answer sheet will be furnished to all known prospective proposers as an amendment to this proposal, if such information is necessary to proposers in submitting proposals, or if the lack of such information would be prejudicial to uninformed proposers. Oral explanations or instructions given prior to award are not binding.

a. Acknowledgement of Amendments

Receipt of any amendment to this proposal must be acknowledged, in writing, prior to the stated submission deadline. Such acknowledgement may be submitted with the offer.

b. Request for Proposal not an Order

This Request for Proposal is not to be considered as an order by the City of Hampton. Upon acceptance of a proposal, the City will issue a purchase order to the successful vendor. The successful vendor must comply with all conditions as provided with the original Purchase Order. Award is strictly contingent upon the appropriation of necessary funds.

c. Award

If a contract is awarded, it will be awarded to the responsive and responsible proposer whose proposal conforms to the Request for Proposal.

d. Public Records

Any information contained in this proposal is subject to public disclosure.

The City of Hampton is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.

Notice: All items must meet or exceed specifications as stated by the City of Hampton. The City of Hampton reserves the right to waive any technicalities, consider modifications, and to reject or accept any proposal in its entirety. Determination of best response to proposal will be the sole judgment of the City of Hampton. All expenses incurred by the Consultant in responding to this RFP will remain the responsibility of the Consultant. Proposals shall remain valid for ninety days from the proposal deadline.

City of Hampton, Georgia

Development of Phase One of a Community-wide Historic Resource Survey

PROPOSAL RESPONSE FORM

Notice to Vendor: Proposal may be awarded by item number or in total. Determination of best response to proposal will be the sole judgment of the City of Hampton. Proposal terms shall remain valid for ninety days from the date of the proposal deadline.

It is the responsibility of the person/firm submitting a proposal to ensure that it is received at the physical address of the City Clerk's Office prior to the stated deadline.

Submit Proposals To:

City of Hampton

Office of City Clerk

17 East Main Street

P.O. Box 400

Hampton, GA 30228

Proposal Response:

Price \$_____

The proposal will be evaluated based upon the criteria shown in the Minimum Standards of Service.

Having read and responded to all attached specifications, the undersigned offers the above quoted prices, terms and conditions.

Signed:

(Name of Company)

By: _____ Title_ _____

Submittals and Selection Process

City staff will review all proposals. All materials submitted in response to this RFP will become the property of the City of Hampton.

Proposals will be evaluated by a Review Committee based on the following criteria:

- Relevant Qualifications & Experience of the Firm/Assigned Personnel (Points = 25)
- Experience on Similar Projects (Points = 25)
- Proposed Approach to the Project (Points = 25)
- Quality of Proposal (Points = 15) Quality of References (Points = 10)

The Review Committee will evaluate, score and make the selection. Oral interviews may be conducted to clarify or verify proposals, if deemed necessary. It is the intent of the City to conduct a fair and comprehensive evaluation of all proposals received. The project will be awarded through contractual agreement to the proposer who submitted a proposal that is most advantageous to the City. The anticipated award date will be September 14, 2016.

Requirements for Submittal

- Narrative (not to exceed five pages) regarding the project understanding. This should describe how the firm proposes to fulfill the responsibilities outlined in the work scope. It should also provide an estimated schedule for completing the project.
- Business location and officers of the firm;
- Statement of availability and location, and qualifications, of key personnel to work on assignment and their qualification indicating compliance with professional requirements outlined above in the Scope of Services section;
- A complete list of all relevant work performed for public entities for the past five (5) years including contact names and telephone numbers; and
- A fee proposal for services.

Please direct any questions to: Denise Sharpe, Main Street / Economic Development Director, City of Hampton, (770) 946-4306, dmckay@hamptonga.gov and / or Patw@hamtponga.gov, Interim City Manager / City Clerk

Project Schedule

The tentative schedule for the selection process and project completion is as follows:

September 12, 2016	Proposals Due
September 14, 2016	City Selects Firm and Issues Notice to Proceed to Begin Work
November 1, 2016	Approximately 25% of surveyed resource data entered into GNAHRGIS
January 1, 2017	Approximately 50% of surveyed resource data entered into GNAHRGIS
March 1, 2017	Approximately 75% of surveyed resource data entered into GNAHRGIS
April 1, 2017	First Draft of Survey Report submitted in hard copy for HPD review and comment
June 1, 2017	Second Draft of Survey Report submitted in hard copy for HPD review and comment, as necessary. Final version of one (1) set of survey map(s) submitted for approval by HPD review
August 15, 2017	Final Survey Report submitted to HPD in hard copy format five (5) copies and two (2) electronic CD/DVD's Final Survey Map Submitted to the HPD (1 copy) All GNAHRGIS data and digital photographs for each resource completed. one (1) set of survey map(s) submitted for approval by HPD

All GNAHRGIS data and digital photographs for each resource completed Final Survey Report, Maps, and Data submitted to the City of Hampton

Final Product

Final product shall be presented by Consultant in both electronic and hard copy format, as appropriate. Final format and number of copies will be determined by the Consultant and city, but at a minimum the following shall be provided by the Consultant:

1. Survey Data: one (1) hard copy of survey data entered online using GNAHRGIS with any photograph prints and appended supplemental information attached, where applicable;

2. Survey Maps: three (3) sets of survey area maps with surveyed resources indicated and keyed to the GNAHRGIS resource identification number. The maps should indicate legal parcels, street names, and be at a scale of 1"=200'.
3. Survey Report: one (1) hard copy bounded in a three-ring notebook and tabbed accordingly, and one (1) electronic copy of the survey.

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached proposal. Affiant further states as proposer, that they have not been a party to any collusion among proposers in restraint of competition by agreement to propose at a fixed price or to refrain from proposing.

Affiant also states as proposer, that they have not been a party to any collusion with any officer of the City of Hampton or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between proposers and any office of the City of Hampton or any of their employees concerning

exchange of money or other things of value for special consideration in submitting a proposal for:

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

BIDDER'S DECLARATION

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the scheduled submittal deadline, but may not be withdrawn after such date and time.

That the City of Hampton reserves the right to reject any or all proposal and to accept that proposal which will, in its opinion, best serve the public interest. The City of Hampton reserves the right to award the project to

separate proposers when more than one item appears on the schedule. The City of Hampton reserves the right to waive any technicalities and formalities in the proposing.

That the proposer understands that these specifications are the minimum requirements and must be met or exceeded in order to be considered by the City of Hampton. The proposer acknowledges that the item proposed is suitable for the intended application.

That by submission of this proposal the proposer acknowledges that the City of Hampton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

PROPOSER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (if applicable)